

## **SECTION 01300 TECHNICAL SUBMITTALS**

### **PART 1      GENERAL**

#### **1.1      WORK INCLUDED**

Submit information necessary to explain, in detail, specific portions of the work required by the Contract. Shop Drawings are defined and requirements are provided in the Divisions of this specification. This Section takes precedence for submittal procedures and quantities. There are three types of technical submittals. Submit the number of copies as follows:

1.      Product Data and Miscellaneous: 6 copies (see Article PRODUCT DATA AND MISCELLANEOUS SUBMITTALS).
2.      Shop Drawings: 6 copies (see Article SHOP DRAWINGS).
3.      Field Test Reports: 6 copies.
4.      Each Submittal shall be delivered in hard copy and via e-mail in .PDF format

#### **1.2      LIST OF SUBMITTALS AND TESTING LOG**

- A.      A Record of Submittals (Form CD-06) listing all required submittals and a "Testing Log" (Form CD-24) listing all required tests will be provided with Notice of Contract Award. The CONTRACTOR shall complete and submit these forms as part of the precon submittals. For the purposes of this Contract, all test results shall be treated as submittals.
- B.      These forms are considered part of the Project Records for the Contract and, as such, shall be kept up-to-date and will be reviewed by the ENGINEER with other Project Records prior to making recommendations on payment requests. If there is a discrepancy between the lists and a technical section, the ENGINEER will determine which section takes precedence.

#### **1.3      SUBMITTAL LETTER OF TRANSMITTAL (Form CD-03)**

Every submittal requires a letter of transmittal (Request for Shop Drawing or Material Approval, Form CD-03) and enclosures. Forward all required items for each Specification Section as a single submittal to the maximum extent possible, unless otherwise stated in the Specifications, or as directed by the OWNER.

#### **1.4      SUBMITTAL PREPARATION AND SUBMISSION**

- A.      Send all technical submittals to the ENGINEER.

- B. Unless otherwise noted, a copy of the completed Form CD-03 and two copies of the enclosures will be returned to the CONTRACTOR. The CONTRACTOR should submit additional copies of enclosures to meet their needs. For samples, only the completed Form CD-03 will be returned.
- C. Submit all submittals, except field test reports, As-Builts, and Precon submittals within 14 calendar days of NTP or 30 days prior to commencement of the construction activity. Submit field test results within 5 calendar days of the test date.
- D. Complete the original Form CD-03 using either a typewriter or black pen. The original will be retained by the OWNER.
- E. Number the submittals consecutively; number resubmittals by the original number, appended with A, B, etc. Note that all enclosures will require a submittal number starting with the specification section number, followed by the next consecutive number.
- F. List enclosures in the appropriate space on the Form CD-03. Match the entry with those provided in the List of Submittals. Include the reference paragraph of the specification and a one-line description.
- G. Clearly mark each page of the enclosures with the submittal number, page number, and the specification section and paragraph number to which it pertains. Assemble all enclosures in the same numerical sequence as the specification paragraphs and arrange enclosures in the same sequence as listed on the Form CD-03. Highlight on all enclosures containing catalog cuts the materials or equipment to be provided.
- H. Addresses for Submittals:  
  
ENGINEER:  
Fouad K. Arbid, P.E.  
SWS  
11706 Bowman Green Drive  
Reston VA 20190-3501  
  
E-mail address:  
farbid@swsconsultants.net

## 1.5 CONTRACTOR REVIEW AND RESPONSIBILITY

- A. Review submittals prior to transmittal; determine and verify field measurements, field construction criteria, manufacturer's catalog numbers and conformance of submittal with the requirements of the Contract. Clearly explain any item that varies from the Contract Documents in the "Comments"

block on the Form CD-03. Sign all CD-03 forms prior to submitting, certifying the CONTRACTOR has reviewed the submittal and that it is in accordance with the Contract Documents, with exceptions as noted. The approval of a variance does not relieve the CONTRACTOR from providing all appurtenances necessary to make the item perform as was intended in the original design.

- B. The scheduling of submittals and coordination with other Contract activities is the responsibility of the CONTRACTOR. Review and processing action by the OWNER will occur as noted in 1.6 and 1.7, or as agreed to at the Preconstruction Conference. Notify the OWNER if submittals have not been returned within the agreed time period.
- C. **No material shall be delivered to the site before the respective approved submittal is received by the CONTRACTOR.**

#### 1.6 REVIEW PROCESS

- A. To be considered complete, each Form CD-03 and each enclosure shall be endorsed 'Approved,' 'Disapproved,' or 'Approved as Noted' (approved subject to corrections) and be signed by the ENGINEER. 'Disapproved' or 'Re-submit as Noted' endorsements to submittals may be discussed by the ENGINEER and CONTRACTOR to determine whether the CONTRACTOR has sufficient information to prepare a second submittal with a reasonable chance for final approval. Delays after a second submittal may subject the CONTRACTOR to delay damages. Any additional cost of reviewing submittals after the second submission shall be reimbursed by the CONTRACTOR.
- B. Incomplete or inaccurate submittal data will be cause for disapproval. When a submittal for a Section contains a number of items, some items approved and some disapproved, only the disapproved items need be resubmitted.

#### 1.7 PROCESSING TIME REQUIRED BY ENGINEER

- A. The ENGINEER's goal is to have submittal review completed and the submittals returned to the CONTRACTOR within the following time period.
  - 1. Regular submittals including Design Clarification Requests; 7 days.
  - 2. Shop Drawings; 10 days.
- B. The ENGINEER will inform the CONTRACTOR on an item by item basis if additional review time is required due to the submittal's complexity. Additional time required due to considerations beyond the control of the ENGINEER shall not be cause for delay claims by the CONTRACTOR.

## 1.8 PRODUCT DATA AND MISCELLANEOUS SUBMITTALS

- A. Submit only pages that are pertinent. Mark each copy of standard printed data to identify pertinent products and reference each to the specific specification section and paragraph number. Show reference standards, performance characteristics, and capacities, component parts, and dimensions.
- B. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the work. Delete information not applicable.

## 1.9 SHOP DRAWINGS

- A. Present in a clear and thorough manner. Title each drawing with project name and submittal number. Identify each element of the drawing by reference to sheet number and detail, schedule, or specification section of the Contract Documents. Identify field dimensions and show relationship of elements to adjacent or critical features of work or products.
- B. Any shop drawing shall be no greater than 24 inches by 36 inches and shall be submitted in electronic format with 6 paper copies.
- C. Resubmittal Requirements: If a shop drawing is to be resubmitted:
  - 1. Indicate the revision date in the lower right hand corner.
  - 2. Highlight, cloud, or otherwise indicate those items that have been changed.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**